Directions: Key each group of lines <u>once</u>. *Don't look at your hands!*
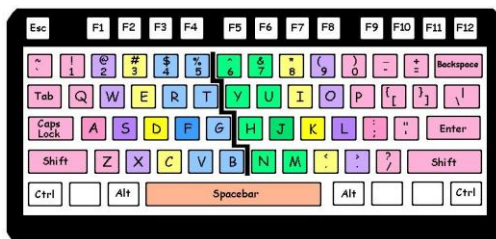
1	; ; /; /; ;; // ;/; ;/; 2/3 4/5 and/or We keyed 1/2 and 3/4. Space between a whole number and a fraction: 7 2/3, 18 3/4.
2	f f $f $f ff $$ f$f f$f $4 $4 for $4 Shift for $ and key $4. A period separates dollars and cents: $4.50, $6.25, $19.50.
3	f f %f %f ff %% f%f f%f 5% 5% Shift for the % in 5% and 15%. Do not space between a number and %: 5%, 75%, 85%, and 95%.
4	; ; -; -; ;; -- ;-; ;-; 4-ply I use a 2-ply tire on my bike. I gave each film a 1-star, 2-star, 3-star, or 4-star rating.
5	d d #d #d dd ## d#d d#d 3# 3# Shift for # as you enter #33d. Do not space between a number and #: 3# of #633 at $9.35/#.
6	l l (l (l ll ((l(l l(l 9(9(Shift for the (as you key (9. As (is the shift of 9, use the l finger to key 9, (, or (9.
7	; ;);); ;;)) ;); ;); 0) 0) Shift for the) as you key 0). As) is the shift of 0, use the ; finger to key 0,), or 0).
8	; ; '; '; ;; '' ;'; ;'; it's he's I'm I've It's hers, I see. I'm not sure if it's Hal's; but if it's his, I'll return it.
9	; ; "; "; ;; "" ;"; ;"; "Keep on," she said, but I had quit. I read "Ode on a Grecian Urn," "The Last Lear," and "Trees."
10	; ; _; _; ;; __ ;_; ;_; I _____ go there; she _____ go also. They ___ to visit _____ aunt, but _____ cousin ___ at school.
11	k k *k *k kk ** k*k k*k She used * for a single source note. All discounted items show an *, thus: 48K*, 488*, and 6l8*.
12	We sent 5 boxes of No. 6 3/4 envelopes at $11/box on June 2. They can get 2 sets of disks at $49.85/set; 10 sets, $39.85. The new account (#594-7308) draws annual interest at 3 1/4%.
13	"Its" is an adjective; "it's" is the contraction of "it is." O'Shea said, "use ' (apostrophe) to shorten phrases: I'll." Use an * to mark often-confused words such as then and than.

	I saw a review of "La Casa Verde" in Latin American Fiction.
14	Do not space on either side of /: Order 10 gal. at $16/gal.
	A dash is two unspaced hyphens–no space before and after it.
	Kyle, send the parcel by fourth-class mail--a saving of 50%.